

## **Leave of Absence**

You may be granted leaves of absence without pay for periods not to exceed one year because of disability, personal, and for other reasons deemed justifiable in the opinion of the Department Head, Mayor, and Human Resource Director. Such leaves shall be granted only when service will not be adversely affected. Requests for such leaves must be made in writing.

Leaves of absence without pay for ten days or less may be granted by department head approval. Leaves for more than ten days must be submitted to the Mayor and Human Resource Director for final approval. Refer to Career Service Rules and Regulations for complete details. Please see Section 2.62.170 of the Murray City Municipal Code for full details.